

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Senior Accountant

Department: Finance

FLSA Status: Exempt

Reports to: Finance Director

Salary Grade: 600

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Perform complex professional level accounting duties, financial analyses, budgeting and reporting activities to include financial statement preparation with a focus on the comprehensive annual financial report and serving as coordinator and lead on special projects.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and financial procedures, requirements, laws and regulations.
- Coordinates completion of the Comprehensive Annual Financial Report and other annual financial reports.
- In conjunction with the Senior Financial Analyst, coordinates the annual audit.
- Assists with the preparation of the biennial preliminary and final budgets.
- Assists with the development of internal controls.
- Audits cash management activities, subsidiary journals, registers and other original entries for accuracy and propriety.
- Prepares adjusting journal entries to general ledger to reflect accurate accounting and distribution of income and expenses to appropriate accounts.
- Performs month-end cash receipt audit and posting.
- Tracks and reconciles fixed assets.
- Performs special projects as directed; researches and completes projects within specified timelines.
- Manages LID accounts receivable transactions.
- Prepares annual schedule of grant activity and ensures proper reimbursements.
- Maintains debt service schedules.
- Prepares and executes month-end closing including but not limited to preparation and reconciliation of property tax, real estate excise tax, surface water management fees and court revenues and expenditures.
- Reconciles the monthly bank statement.
- Adds or makes changes to existing account structure including new classifications, account title changes, summary account changes, etc.
- Other duties as assigned.

Secondary Functions

- Serves as backup for preparing payroll.
- Performs treasury functions such as monitoring the daily bank balance and investing the City's funds
- Serves on and participates in various employee committees.

Job Scope

Position involves a moderate degree of complexity. Incumbent primarily determines own practices and procedures and operates independently with minimal supervision.

Interpersonal Contacts

The Senior Accountant maintains relationships with city staff and with the public. Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

Specific Job Skills**Knowledge of:**

- Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), State of Washington Budgeting, Accounting and Reporting System (BARS), and applicable RCW's. Advanced knowledge required.
- State and federal tax regulations.
- City government organization, functions, policies, and rules and regulations.
- Proficient computer skills including but not limited to Microsoft Office products and financial operating software systems and databases.

Ability to

- Accurately interpret and apply federal, state and local policies, laws and regulations.
- Maintain accurate financial records in accordance with applicable laws and regulations.
- Research system errors or omissions and coordinate corrective action.
- Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Accurately analyze, evaluate and summarize complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative.
- Exercise discretion in confidential matters.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Meet deadlines.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires continuous ability to perform basic math, to write, understand, read, and speak English; frequent decision making, independent judgment and/or action, and advanced math skills; and occasional teamwork, customer service, interpersonal skills, creativity, problem analysis, and use of discretion and rare training/supervising.

Physical Activities

Position requires continuous sitting, talking, hearing, fingering, handling and repetitive motions of hands and wrists; occasional stooping and bending; and rare standing, walking, and reaching. The position also requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

Bachelors degree in Accounting or a closely related field AND four years increasingly responsible professional accounting experience or a combination of experience and training that provides the candidate with the knowledge and skills to perform the job. Municipal accounting experience preferred.

Special Requirement

Successful completion of pre-employment background check, including a credit check.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate.

Adopted 122914